



Staff Report

RESOLUTION APPROVING A SALARY AND BENEFIT INCREASE FOR CITY CLERK

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution approving a salary and benefit increase for the City Clerk.

Background

The City Clerk position is considered a department head position and historically has received salary and benefit changes that are equal to those received by the unrepresented management employees/department heads (see Resolution Number 8606, dated September 14, 1999), and/or the Mid-Management/Confidential Employees Association (see Resolution Number 7864 dated June 11, 1996). In November 2002, the City Council approved a resolution establishing salary range steps for the City Clerk and authorizing automatic annual salary step increases until the top step of the salary range was reached (see Resolution Number 9328, dated November 21, 2002).

The City Clerk position is an elected office, and not subject to performance evaluation as are the department heads. As a result, the City Clerk's compensation system is incompatible with the department heads' proposed performance-based compensation system, which eliminates all automatic salary increases. Council has therefore expressed interest in addressing the City Clerk's compensation as a single classification. This action would supercede and replace all previous resolutions noted above (Resolution Numbers 7864, 8606, and 9328).

During fiscal year 2005, the City Clerk, along with department heads, City Council, and the City Treasurer, voluntarily implemented a three percent reduction in compensation as part of the City's cost-savings program. This three percent reduction was restored for all of the effected parties as of July 1, 2005, which included increasing the flexible benefit/health plan contribution to the level provided to MMCEA (Kaiser family health plan premium amount).

Discussion

In lieu of an automatic salary step increase during this fiscal year, Council has proposed to increase the City Clerk's salary in an amount equivalent to the Consumer Price Index. The City has historically used the April to April All Urban Consumers Consumer Price Index (CPI-U) for the San Francisco-Oakland-San Jose region to determine July 1 increases. The CPI-U for April

2005 was 2.1%. Using this index, the City Clerk salary would increase from the current \$6,527 per month to \$6,664 effective July 1, 2005.

In addition, the City Clerk has typically received the same life and health insurance benefits as those provided to the department head group. In keeping with this practice, the City Clerk's life insurance coverage is recommended to increase to \$200,000, and the flexible benefits plan contribution to increase to equal the Kaiser family premium in January of each year (same as AFSCME and MMCEA, and recommended for department heads).

Fiscal Impact

The salary and benefit changes described above are estimated to cost \$2,460 in fiscal year 2005-2006. This increase is within the approved 2005-2006 budget and no additional allocations are required.

Public Contact

Posting of City Council Agenda.

Recommendation

Staff recommends that the City Council adopt the attached resolution approving salary and benefit changes for the City Clerk effective July 1, 2005.

Alternatives

1. Provide staff with alternative direction.
2. Take no action.

Attachments

- A. Resolution Approving Salary and Benefit Changes for City Clerk
- B. Exhibit A- Compensation and Benefits Program for the City Clerk

Respectfully submitted,

Jack R. Crist
Interim City Manager

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
APPROVING A SALARY AND BENEFIT INCREASE FOR CITY CLERK**

WHEREAS, the City Clerk is an elected official whose salary is set by the City Council; and

WHEREAS, other represented and unrepresented employee groups have negotiated salary and benefit increases effective July 1, 2005; and

WHEREAS, the City Clerk position is a department head position and is recommended to receive certain salary and benefit changes commensurate with other employees in the unrepresented management employees group where appropriate; and

WHEREAS, this resolution acts to supercede all resolutions in place prior to the date of its adoption, including but not limited to Resolution No. 7864, Resolution Granting the Same Economic and Benefit Changes to the City Clerk as Granted to the Management/Confidential Employees Association and Granting the City Clerk a Merit Increase, Adopted June 11, 1996; Resolution No. 8606, Resolution Amending the Compensation and Benefits Plan for the City Clerk, Adopted September 14, 1999; and Resolution No. 9328, Resolution Establishing Salary Range Steps for the City Clerk, Adopted November 21, 2002.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belmont that the Compensation and Benefits Program for the City Clerk, attached hereto as Exhibit A and made a part hereof, is approved effective July 1, 2005.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on September 27, 2005 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

COMPENSATION AND BENEFITS PROGRAM FOR THE CITY CLERK

The following represents the compensation and benefits granted to the City Clerk as authorized and approved by the City Council effective July 1, 2005.

SALARY

The City Clerk shall receive a salary increase of 2.1%, such that the monthly salary effective July 1, 2005 shall be \$6,664 per month.

BENEFITS

The benefits enjoyed by other department heads are applicable to the City Clerk as follows:

Deferred Compensation Plan

The City shall contribute \$140 per month to the City Clerk's deferred compensation account.

Dental Plan

The City shall contribute the full cost of dental coverage under the Delta Dental plan on behalf of the City Clerk. The City Clerk may elect to cover eligible dependents at a cost of \$5 per month for an additional dependent and \$10 per month for family coverage.

Flexible Benefit Plan

The City shall offer an Internal Revenue Code 125 Plan including premium conversion, health care reimbursement account, dependent care reimbursement account and a cash and/or deferred compensation option.

The City shall contribute the equivalent of the monthly premium for Kaiser family coverage toward the Section 125 Plan components. Any and all such funds may be used to cover the premium of the health plan choice, as contributions into the health care reimbursement account, dependent care reimbursement account, as cash option and/or contribution to a deferred compensation plan account.

Life Insurance

The City will provide basic life and accidental death and dismemberment insurance in the amount of \$200,000.

Long Term Disability Insurance

The LTD benefit is two-thirds of monthly salary up to a maximum monthly salary of \$10,500. The cost of the long-term disability insurance premium shall be converted to salary. The actual monthly cost of the premium shall be paid by the employee on an after-tax basis.

Retirement Plan

The City shall contract with the Public Employees Retirement Plan to provide the 2% @ 55 formula for miscellaneous employees. The City will provide the following contract options: Credit for Unused Sick Leave, Industrial Disability Retirement, and Fourth Level of 1959 Survivor Benefits. (Note: the Credit for Unused Sick Leave option is not applicable to employees receiving General Leave in lieu of vacation and sick leave.)

The employee pays the 7% employee retirement plan contribution on a before-tax basis, in accordance with Internal Revenue Code Section 414(h)(2).

Retiree Health and Dental Benefits

An employee who retires in accordance with PERS regulations after twelve (12) years of service shall be entitled to monthly reimbursement of the expenses he or she incurs for hospital and medical care premiums for his or her individual coverage only, up to a maximum of the amount paid by the City of Belmont for single employee coverage under the Kaiser Health Care Plan.

A retiree shall be entitled to participate in the City's dental plan at his or her own cost.

Vision Reimbursement Plan

The City shall contribute to a self-insured vision care program the sum of nineteen dollars (\$19) per month for the purpose of reimbursement for vision expenses incurred during the plan year.

LEAVES

General Leave

The City Clerk is entitled to general leave as follows:

<u>Length of Service</u>	<u>Days of Leave</u>	Hrs. Accrued
		<u>Per Month</u>
1 through 4 years	22 days	14 2/3 hrs.
5 years	27 days	18 hours
6 years	28 days	18 2/3 hrs.
7 years	29 days	19 1/3 hrs.
8 years	30 days	20 hrs.
9 years	31 days	20 2/3 hrs.
10 through 14 years	32 days	21 1/3 hrs.
15 years or more	34 days	22 2/3 hrs

In the event an employee is unable to take all of the general leave to which the employee is entitled in a calendar year, the employee shall be permitted to accumulate the unused portion, provided that the accumulated time does not exceed one hundred thirty (130) days (1,040 hours) unless an extension is granted by the City Manager due to exceptional circumstances. If

accumulated general leave exceeds one hundred thirty (130) days at the end of the calendar year, the excess must be used by June 30th of the following year.

Employees who leave City service shall be paid straight-time salary for all accrued general leave earned on or before the effective date of termination.

Administrative Leave

The City Clerk shall receive 80 hours of administrative leave time on January 1 of each fiscal year. Administrative leave must be used in the fiscal year in which it is granted and may not be carried over into a subsequent fiscal year or paid out upon termination.

Holidays

The holidays observed by other employees are applicable to the City Clerk, as follows:

New Year's Day	January 1
Martin Luther King Jr. Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Friday after Thanksgiving	
Christmas Day	December 25
Christmas Eve <i>OR</i> New Year's Eve	December 24 <i>OR</i> 31

In addition to the above-listed holidays, employees shall receive two (2) floating holidays to be taken after one (1) year of service. Floating holidays will only be usable as time off and may not be paid out upon separation from City service. Floating holidays must be used in the calendar year in which they are granted and may not be carried over into a subsequent calendar year.

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the previous Friday shall be observed.

